

Section L - Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY REFERENCE

52.215-22 Limitations on Pass-Through Charges--Identification of OCT 2009
Subcontract Effort

CLAUSES INCORPORATED BY FULL TEXT

52.211-14 NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE, EMERGENCY
PREPAREDNESS, AND ENERGY PROGRAM USE (APR 2008)

Any contract awarded as a result of this solicitation will be DO-A7 rated order certified for national defense, emergency preparedness, and energy program use under the Defense Priorities and Allocations System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation.

(End of provision)

SECTION L

L-III - INFORMATION TO OFFERORS AND INSTRUCTIONS FOR PROPOSAL PREPARATION

1.0 Program Structure and Objectives

TEMC and JITC are elements of DISA within the Department of Defense (DoD). TEMC and JITC support the DISA Major Range and Test Facility Base (MRTFB) activities, which are the DISA Information Technology Testbed and JITC.

The Contractor will be required to perform a wide range of non-personal services to encompass testing, scientific, engineering, logistic, administrative, purchasing, and ancillary support of the DISA T&E missions. The services will include all support aspects, including the operation and maintenance of the test tools, labs, networks and infrastructure, and administrative support cells. The Contractor will be required to have familiarity and knowledge of all aspects of the technical and operational characteristics of selected C4I, AIS, IT/NSS, tactical, strategic, and other equipment/systems, and joint and combined architectures and standards used by DoD and the Government.

1.1 Budget/Funding Information

For consideration in developing your proposal, the program/budget funding is as follows:

\$100,000 guaranteed contract minimum per base period and each option period.

Historically under the current contracts, there are approximately 900+ full time contractor employees supporting the TEMC and JITC missions under the current combined three Omnibus contracts. Under the current contracts, the combined efforts of the contractors support approximately 600 active tasks per year. During the past eight years there have been over 8,000 awarded tasks under the current contracts.

2.0 General Instructions

(a) This section of the Information to Offerors provides general guidance for preparing proposals, as well as specific instructions on the format and content of the proposal. The Offeror's proposal must include all data and information requested by the RFP and must be submitted in accordance with these instructions. The offer shall be compliant with the requirements as stated in the Performance Work Statement (PWS) and

Section H Special Contract Requirements. **Non-conformance with the instructions provided in this Information to Offerors may result in an unfavorable proposal evaluation.**

(b) The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the Offeror's proposal.

(c) Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired.

(d) The proposal acceptance period is specified in Section A of the solicitation. The Offeror shall make a clear statement in Section A of the proposal documentation volume that the proposal is valid through this date.

(e) In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the Offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.

2.1 General Information

2.1.1 Point of Contact

The contracting officer (CO) and the contract specialist are the **sole** points of contact for this procurement. Address any questions or concerns you may have to them. Written requests for clarification must be sent to the CO at the address located in Section A of the solicitation.

2.1.2 Debriefings

The CO will promptly notify Offerors of any decision to exclude them from the competitive range; whereupon, they may request and receive a debriefing in accordance with FAR 15.505. Offerors excluded from the competitive range may request a pre-award debriefing or they may choose to wait until after the source selection decision to request a post-award debriefing. However, Offerors excluded from the competitive range are entitled to no more than one debriefing for each proposal. The CO will notify unsuccessful Offerors in the competitive range of the source selection decision in accordance with FAR 15.506. Upon such notification, unsuccessful Offerors may request and receive a debriefing. Offerors desiring a debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

2.1.3 Discrepancies

If an Offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the Offeror shall immediately notify the CO in writing with supporting rationale as well as the remedies the Offeror is asking the CO to consider as related to the omission or error. The Offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion. This reservation includes matters of additional or substitute pages of the initial proposal.

2.1.4 Electronic Reference Documents

(a) JITC has established an electronic reading room for this source selection. JITC descriptive, programmatic, and technical documents relating to this solicitation will exist on the JITC website (<http://jitc.fhu.disa.mil>) under a section titled "JITC Recompete".

(b) Offerors are urged to use this website to familiarize proposal developers with information considered relevant for preparing their proposal.

(c) For issues concerning access or information concerning the electronic reading room, an email should be sent to victor.hurt@disa.mil and courtesy copy to mardell.miller@disa.mil.

2.1.5 Communications

Exchanges of source selection information between Government and Offerors will be controlled by the CO. Email may be used to transmit such information to Offerors only if the email can be sent and received encrypted and includes "Source Selection Information – See FAR 2.101 and 3.104" in the Subject line. Email: nancy.johnson@disa.mil; and mardell.miller@disa.mil. Otherwise, source selection information will be transmitted via the U.S. Postal Service or other carrier (e.g., FedEx, UPS, etc.) and mailed to the following address:

Defense Information Systems Agency
DITCO, JITC Support Section
Attn: Nancy Johnson
2001 Brainard Rd., Bldg. 57305
Fort Huachuca, AZ 85613
Reference: **RFP HC1028-10-R-2010**

2.1.6 Non-Government Advisors

Non-Government Advisors will not provide ratings for proposals received in response to the DISA T&E MSS solicitation. Their expertise is required for document preparation, training, advisory, and electronic source selection support. The use of Non-Government Advisors as defined above does not warrant a formal determination by the head of the agency as prescribed in FAR 37.204 (a).

Company names and company addresses of Non-Government Advisors are:

Kepler Research, Inc.
1530 Wilson Blvd. Suite 600
Arlington, VA 22209

Source Selection Trainer
Steve Busch

2.2 Organization/Number of Copies/Page Limits

The Offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table 2.2 below). The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies as specified in Table 2.2. The attachments identified in the table shall be separately bound in three-ring, loose-leaf binders, as necessary. The contents of each proposal volume are described in the ITO paragraph as noted in the table below.

Table 2.2 - Proposal Organization

Volume	RFP Paragraph Number	Volume Title	Copies	Page Limit
I		Executive Summary	Two CD copies	10 pages
II		Factor 1 – Technical/Management	Two CD copies	
TOC		Table of Contents		10 pages
Section A		Compliance and Cross Reference Matrix		10 pages
Section B		Subfactor 1 – Technical Knowledge		20 pages
Section C		Subfactor 2 – Management Structure		20 pages
Section D		Subfactor 3 – Phase-In/Phase-Out Approach		15 pages
Section E		Risk Matrix		4 pages

III		Factor 2 – Sample Tasks		60 pages
IV		Factor 3 – Past Performance	Two CD copies	3 pages per contract within the last 3 years
V		Factor 4 – Cost/Price	Two CD copies	No limit
VI		Contract Documentation	Two CD copies	15 pages
Section A		Transmittal Letter and SF33		3 pages
Section B		Contract Information		No limit
Section C		Exceptions to Solicitation Requirements		No limit
Section D		Company Information		3 pages
Section E		Small Business Subcontracting Plan		10 pages
Section F		Organizational Conflict of Interest Plan		10 pages
Section G		Quality Control Plan		15 pages
Section H		Government Furnished Property		No limit

2.2.1 Page Limitations

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal and excess paper copies will be returned to the Offeror as soon as practicable. Page limitations may be placed on responses to Evaluation Notices (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the Offerors. Each page shall be counted except for title/cover pages and blank pages.

2.2.1.1 Page Size and Format

(a) A page is defined as each face of a sheet of paper containing information. When both sides of a sheet display printed material, it shall be counted as two pages. Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single spaced typed with 1.5 spacing between each line. Except for the reproduced sections of the solicitation document, the font type/text size shall be Times New Roman, no less than 12 point size. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1 inch margins on the top and bottom and ¾-inch side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall apply to responses to ENs. These limitations shall apply to both electronic and hard copy proposals.

(b) Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible, and shall not exceed 11 by 17 inches in size. Foldout pages shall fold entirely within the volume, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than 8 point size. These limitations shall apply to both electronic and hard copy proposals.

2.2.2 Cost or Pricing Information

All cost or pricing information shall be addressed ONLY in the Cost/Price Proposal and Contract Documentation Volumes. Cost trade-off information, work-hour estimates, and material kinds and quantities may be used in other volumes only as appropriate for presenting rationale for alternatives or design and trade-off decisions.

2.2.3 Cross-Referencing

To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross referencing to other volumes of the proposal. Information required for proposal evaluation which is not found in its designated volume will be assumed to have been omitted from the proposal.

Cross-referencing within a proposal volume is permitted where its use would conserve space without impairing clarity.

The Offeror shall fill out the cross reference matrix at Attachment 1 of this Instruction to Offerors indicating the proposal reference information as it relates to the RFP, PWS, CLIN numbers, and CDRL references found therein.

The Offeror shall provide a cross-reference matrix indicating by RFP, PWS, and/or specification paragraph number, the corresponding proposal paragraph in that section which addresses the referenced item.

2.2.4 Indexing

Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify sections.

2.2.5 Glossary of Abbreviations and Acronyms

Each volume shall contain a glossary of all abbreviations and acronyms used, and with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

2.2.6 Binding and Labeling

Each volume of the proposal should be separately bound in a three-ring, loose leaf binder permitting the volume to lie flat when open. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to volume number, title, copy number, solicitation identification, and the Offeror's name. The same identifying data should be placed on the spine of each binder. All unclassified document binders shall have a color other than red or other applicable security designation colors. Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and FAR 3.104-4, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

2.3 Electronic Offers

For electronic copies, indicate on each CD the volume number and title. Use separate files to permit rapid location of all portions, including subfactors, exhibits, annexes, and attachments, if any. The Offeror shall submit volumes I through VI in electronic format, using recordable CDs. Each volume shall be in a different directory on a CD. If files are compressed, the necessary decompression program must be included. The electronic copies of the proposal shall be submitted in a format readable by Microsoft (MS) Office Word 2003, MS Office Excel 2003, MS Office Project 2003, and MS Office Power Point 2003, as applicable. In the event that hard copies and electronic copies of a proposal are submitted and if there are any discrepancies between the hard copies and the electronic copies of the proposal, the hard copies will be used for evaluation.

2.4 Distribution

Proposals shall be addressed to the Contracting Officer and mailed or hand carried to:

Defense Information Systems Agency
DITCO, JITC Support Section
Attn: Nancy Johnson
2001 Brainard Rd., Bldg. 57305
Fort Huachuca, AZ 85613
Reference: **RFP HC1028-10-R-2010**

Be sure when submitting a copy of your proposal to your cognizant Defense Contract Audit Agency (DCAA) office for prime and subcontractors, that the proposal is identified as "For Official Use Only" and "Source Selection Information – See FAR 2.101 and FAR 3.104".

3.0 Volume I: Executive Summary

In the executive summary volume, the Offeror shall provide the following information:

3.1 Narrative Summary

The narrative summary of the entire proposal should be concise, to include addressing the significant risks, and highlighting any key or unique features, excluding cost/price. The salient features should tie in with Section M evaluation factors/subfactors. Any summary material presented here shall not be considered as meeting the requirements for any portions of other volumes of the proposal.

3.2 Table of Contents

Include a master table of contents of the entire proposal.

4.0 Volume II: Factor 1 – Technical/Management

4.1 General

The Technical/Management Volume should be specific and complete. Legibility, clarity, and coherence are very important. Your responses will be evaluated against the technical/management subfactors defined in Section M, Evaluation Factors for Award. Using the instructions provided below, provide as specifically as possible the actual method you would use for accomplishing/satisfying these subfactors. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

4.2 Format and Specific Content

4.2.1 Technical/Management

In the Technical/Management volume, address your proposed approach to meeting or exceeding the minimum performance or capability requirements of each technical/management subfactor, as well as the risks in your proposed approach in terms of technical/performance, cost, and/or schedule.

4.2.1.1 Technical/Management Risk

Address technical/management risk by identifying those aspects of the proposal you consider to have the potential for disruption of schedule, increased cost, poor performance, the need for increased Government oversight, and/or the likelihood of unsuccessful contract performance. Classify each risk in accordance with the DISA Source Selection Procedures, paragraph 4.5.1.2 located at <http://www.ditco.disa.mil/hq/deskbooks.asp>. Provide the rationale for each risk and its rating, including quantitative estimates of the impact on cost, schedule, and performance. Describe the impact of each identified risk in terms of its potential to interfere with or prevent the successful accomplishment of other contract requirements (e.g., SOW or specification requirements), whether or not those requirements are identified as subfactors. Propose a realistic "work-around" or risk mitigators for identified risks that will eliminate or reduce risk to an acceptable level. Identify and classify any new risks introduced by such risk mitigation.

4.2.2 Volume Organization

The Technical/Management volume shall be organized according to the following general outline:

- (1) Table of Contents (including Lists of Tables, Figures, and/or Drawings)
- (2) Compliance and Cross Reference Matrix
- (3) Subfactor 1 – Technical Knowledge

- (4) Subfactor 2 – Management Structure
- (5) Subfactor 3 – Phase-In/Phase-Out Approach
- (6) Risk Matrix

4.3 Subfactor 1 – Technical Knowledge

The Offeror will demonstrate to the Government the Offeror's technical knowledge regarding the DISA T&E MSS. The evaluation will examine the comprehensiveness of the Offeror's response and gauge whether the Offeror fully understands the various types of support required by DISA T&E and its customers.

The response will demonstrate the Offerors understanding of technical performance, including the implementation of sound technical process/procedures to ensure system operability and maintainability, and the ability to recognize and address test interoperability, safety, and security issues, including, but not limited to, personnel, data, data analysis tools, and assets.

The Offeror will propose a sound, well-thought-out process/procedure to implement current standard practices as well as best business practices.

The Offerors proposal will demonstrate a thorough understanding of test discipline, operational doctrine, and skills to meet mission partner data requirements.

4.4 Subfactor 2 – Management Structure

The Offeror will demonstrate to the Government the Offeror's management structure for the DISA T&E MSS. The evaluation will assess the extent to which the proposal allows for management at all locations, to include teaming partners, and if there is a clearly defined chain of command that allows for decentralized management decision making. The evaluation will assess to what extent the management structure facilitates timely assignment and execution of work, if it will support multiple tasks related to any DISA T&E function, and if it addresses how multiple tasks will be executed. The evaluators will assess ratios of workers to management/secretaries, and assess the reasonableness of overhead. Evaluators will make a determination of the Offeror's approach to meeting deadlines while providing high quality products, to include when fluctuating workloads require increased management attention. The Offeror's approach to responding to potential problem areas, both internal to the company and the Government (those that impact successful contract accomplishment), will be assessed to determine if it is reasonable. The Offeror's approach to attract, recruit, and retain a highly qualified workforce will be evaluated through analysis of compensation plans, lag rates, hiring practices, retention rates, processes employed by the Offeror to plan for keeping staff trained in emerging technologies and for ensuring that high quality, well trained personnel are hired for all tasks. This evaluation will include how the Offeror proposes to train its employees, how it will keep the staff aware of innovative test methodologies, and the Offeror's plan to minimize Government-funded training. Teaming arrangements will be evaluated to determine qualifications of the teaming partners, determine their added value to DISA T&E, and assess the benefit from the teaming partners. This includes the use of all subcontractors and teaming partners, including small businesses such as: small disadvantaged businesses (includes historically black college or university, minority institutions), woman-owned small businesses, HUBZone businesses, and service disabled veteran-owned small businesses. Finally, the Offeror's plan for efficient and effective use of personnel mixes (labor categories, levels, and locations) will be assessed, to include use of entry level positions and progression to senior levels.

4.5 Subfactor 3 – Phase-In/Phase-Out Approach

4.5.1 The Offeror will demonstrate to the Government, the Offeror's ability to (1) effectively and efficiently transition resources and personnel onto this contract, (2) establish required viable management processes and structures, and (3) ensure full continuity of mission support and contract performance on the required performance start date of the basic period. Prepare/propose a transition plan. The plan shall describe your process/procedure for the formal transition period beginning at contract award. As a minimum, address the following:

4.5.2 Key milestones to reflect how you will use the transition periods of 30/60/90 days.

4.5.3 A point of contact for the transition period. Include a resume, if not already identified as a "Key Person" in the Technical/Management Volume.

4.5.4 A transition organizational chart with a brief functional statement and proposed staffing of each unit.

4.5.5 Specifically address plans for hiring incumbent employees and contingency plans in case such incumbent employees cannot be hired. Discuss your plans to assign any current employees to the contract. Include a discussion of personnel security clearance issues and plans to ensure no interruption of services.

4.5.6 Plans for assuming accountability of Government furnished equipment.

4.5.7 Proposed cost for the transition effort. All costing data shall be included in the responses to the Sample Tasks.

5.0 Volume III: Factor 2 – Sample Tasks

(a) The Offeror will demonstrate a detailed understanding of the TEMC and JTC missions by preparing a response for each of the Sample Tasks listed in Section L. These Sample Tasks Orders represent a cross section of the work that could be performed by DISA T&E MSS Contractors. In response to these Sample Tasks, the Offeror should include a detailed technical approach for accomplishing the tasks, address any management aspects associated with the tasks, discuss any issues which might prevent accomplishing the work as specified, and estimate the personnel hours, by labor category and level, required for each deliverable. Any travel and items covered under Other Direct Costs (ODCs) should be identified. In addition, some tasks call for the Offeror to include a list of items such as critical operational issues or market survey topics. Any suspenses listed for the deliverables are in working days. The Offeror should assume that the starting date would be the date the Contracting Officer's Representative (COR) Letter of Direction (Form 1) is approved by the COR.

(b) The Example Tasks and Response listed in Section L is provided as a format guideline for the Offeror's response. The Offeror should not assume that the Example Response is an ideal response. Its only intent is to give the Offeror a general format to follow for all Sample Tasks to facilitate a timely evaluation by the Government.

(c) Many of these tasks require a basic knowledge of test and evaluation principles, as well as some engineering knowledge related to the tasks itself. In addition, some of the documents referenced in the Applicable Documents List (Appendix D to Section C) and the electronic reading room provide information for the Offeror to use in preparing a response to these tasks.

(d) Each Sample Task requires identification of references used in the development of the tasks responses.

6.0 Volume IV: Factor 3 – Past Performance

6.1 General

Each Offeror shall submit a past performance volume with its proposal, containing past performance information in accordance with the format contained in Attachment 3. This information is required on the Offeror and all subcontractors, teaming partners, and/or joint venture partners who are proposed to perform support of supplies and services valued of at least \$10 million or more of the proposed effort based on the total proposed price or perform aspects of the effort the Offeror considers critical to overall successful performance. Offerors are cautioned that the Government will use data provided by each Offeror in this volume and data obtained from other sources in the evaluation of past performance.

Along with the information required in this paragraph, the Offeror shall submit a consent letter executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing release of adverse past performance information to the Offeror so the Offeror can respond to such information. For each identified effort for a commercial customer, the Offeror shall also submit a client authorization letter, authorizing release to the Government of requested information on the Offeror's performance.

All Past Performance Questionnaires are to be submitted in advance by XX/XX/10.

6.2 Recent and Relevant Contracts

Submit information in accordance with Attachment 4: Past Performance Information on work on contracts within the past three years from the date of issuance of this solicitation for all Offerors and team members/subcontractors that you consider most relevant in demonstrating your ability to perform the proposed effort for support of supplies and services of \$10 million or more. Include rationale supporting your assertion of relevance. For a description of the characteristics or aspects the Government will consider in determining recency and relevance, see Section M, provision M002 - Evaluation Factors, paragraph M002d - Past Performance Factor.

6.2.1 Specific Content

Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort and to what aspects of the proposed effort they relate. This may include a discussion of efforts accomplished by the Offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having problems does not automatically equate to a Limited Confidence or No Confidence assessment, since the problems encountered may have been on a more complex program, or an Offeror may have subsequently demonstrated the ability to overcome the problems encountered. The Offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions in terms of improvements achieved or problems rectified. This may allow the Offeror to be considered a higher confidence candidate. For example, submittal of quality performance indicators or other management indicators that clearly support that an Offeror has overcome past problems is required. Categorize the relevant information into the specific technical/management subfactors and cost/price factor used to evaluate the proposal.

6.2.2 Organizational Structure Change History

Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this procurement. To facilitate this relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your company. A pamphlet or other commercial document describing such reorganizations may suffice. As part of this explanation, show how these changes impact the relevance of any efforts you identify for past performance evaluation/performance confidence assessment. Since the Government intends to consider past performance information provided by other sources as well as that provided by the Offerors, your "roadmap" should be both specifically applicable to the efforts you identify and general enough to apply to efforts on which the Government receives information from other sources.

7.0 Volume V: Factor 4 – Cost/Price

7.1 General Instructions

7.1.1 Cost/Price Reasonableness and Realism

This section is to assist you in submitting information other than cost or pricing data that is required to evaluate the reasonableness of your proposed cost/price. Compliance with these requirements is mandatory and failure to comply may result in rejection of your proposal. Note that unrealistically low or high proposed costs or prices, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the Offeror does not understand the requirement or has submitted an unrealistic proposal. Additionally, unbalanced pricing poses an unacceptable risk to the Government and may be a reason to reject an Offeror's proposal. Offers should be sufficiently detailed to demonstrate their reasonableness. The burden of proof for credibility of proposed costs/prices rests with the Offeror.

7.1.2 Estimating Techniques and Methods

When responding to the Cost/Price Volume requirements in the solicitation, the Offeror and associated subcontractors may use any generally accepted estimating technique, including contemporary estimating methods (such as Cost-to-Cost and Cost-to-Non-Cost Estimating Relationships, commercially available parametric cost models, in-house developed parametric cost models, etc.), to develop their estimates. If necessary, reasonable and supportable allocation techniques may be used to spread hours and/or costs to lower levels of the Work Breakdown Structure (WBS).

7.1.3 Cost/Price Information

Information beyond that required by this instruction shall not be submitted, unless you consider it essential to document or support your cost/price position. All information relating to the proposed price, including all required supporting documentation, must be included in the section of the proposal designated as the Cost/Price volume. **Under no circumstances shall this information and documentation be included elsewhere in the proposal.**

7.1.4 Cost or Pricing Information Requirements

In accordance with [FAR 15.403-1\(b\)](#) and [15.403-3\(a\)](#), information other than cost or pricing data may be required to support price reasonableness. Information shall be provided in accordance with [FAR 15.403-5](#). If, after receipt of proposals, the CO determines that there is insufficient information available to determine price reasonableness and none of the exceptions in [FAR 15.403-1](#) apply, the Offeror shall be required to submit cost or pricing data.

7.2 Volume Organization

The Cost/Price volume shall consist of the following sections:

SECTION 1 - Table of Contents; summary descriptions of estimating, purchasing, and accounting systems; changes to estimating, accounting practices, or Cost Accounting Standards (CAS) Disclosure Statement.

SECTION 2 - Cost or pricing information and supporting data, to include estimating method.

7.3 Estimating Method

7.3.1 Estimating System

Provide a summary description of your standard estimating system or methods. The summary description shall cover separately each major cost element (e.g., Direct Material, Engineering Labor, Manufacturing Labor, Indirect Costs, Other Direct Costs, Overhead, G&A, etc.). Also, identify any deviations from your

standard estimating procedures in preparing this proposal volume. Indicate whether you have Government approval of your system and if so, provide evidence of such approval.

7.3.2 Purchasing System

Provide a summary description of your purchasing system or methods (e.g., how material requirements are determined, how sources are selected, when firm quotes are obtained, what provision is made to ensure quantity and other discounts). Also, identify any deviations from your standard procedures in preparing this proposal. Indicate whether you have Government approval of your system and if so, provide evidence of such approval.

7.3.3 Accounting System

Indicate whether you have Government approval of your accounting system and if so, provide evidence of such approval. Also, identify any deviations from your standard procedures in preparing this proposal.

7.3.4 Explanation of Estimating Methods Used

Explain the method used to estimate each cost element. As a minimum, provide the following information for each cost element. If a portion of the required information is not applicable for a particular cost element, so state.

7.3.4.1 Past Experience-Based Estimates

Where cost estimates are based upon past experience, identify the past experience, explain how the past experience relates to the current effort, including similarities and differences, and how cost data available from the past experiences was adapted to the current effort.

7.3.4.2 Learning Curve Estimates

Where cost estimates are based upon learning/improvement curve applications, identify the specific area subject to learning, the curve hypothesis (unit or cumulative) and the slope of the curve as a percent. Also, identify the data used to develop the first unit cost and slope and explain how this data related to the current effort and how entry on the learning curve was attained (i.e., how the first unit cost was derived).

7.3.4.3 Engineering Labor Hours

If engineering labor hours have been estimated based upon other than past experience, provide detailed rationale on how they have been estimated.

7.3.4.4 Engineering Labor Hour Skill Mix

Explain how the proposed engineering labor hour skill mix has been derived and how the skill mix on this proposal compares with the overall plant skill mix. Explain why the cost element requires an average, higher, or lower than average skill mix, as applicable. If your normal estimating system uses a plant-wide average for proposal purposes, so state.

7.3.4.5 MRTFB Rate

This facility is a Major Range and Test Facility Base (MRTFB) which is funded through the major test and evaluation (T&E) investment account and charges to DoD customers include only the direct costs for use of the MRTFB facilities and services. DoD establishes special oversight for the MRTFB and specific management procedures that incorporate uniform management and pricing policies.

Chargeable MRTFB direct costs include: labor, material, facilities, minor construction, utilities, supplies, items damaged or consumed during testing, and any resources or item maintained for a particular customer. Those costs that are directly task related will be charged to their specified tasks.

Authorized direct costs that are not attributable to a particular task must be included in an MRTFB fee rate. The MRTFB rate will cover the direct labor costs associated with DISA and other DoD mandatory training listed at Section H.24 Training; Accountability Data Calls at Section H.37 and DISA Mandated Data Calls at Section H.41.

The MRTFB rate is added to the fully loaded direct labor category cost to cover the training and data call costs identified above. These costs will not be charged directly to a task.

7.4 Other Information

7.4.1 Commonality with Other Programs

Any cost reductions made in your proposal that are attributed to commonality with other programs, company-funded efforts, or capitalization of equipment must be supported with the following:

(a) Commonality	- Identify the specific programs and why it is applicable. - Address the cost allowability and malleability of this action per FAR and your CAS Disclosure Statement.
(b) Company-Funded Efforts	- Identify the specific efforts, the planned start and end dates, the applicability to the current solicitation, the source of company funding and how you plan to account for or allocate these costs in accordance with generally accepted accounting principles, and your CAS Disclosure Statement, if applicable.
(c) Capital Equipment	- Identify the specific items capitalized and what other applications exist for the equipment, provide corporate approvals for each action, address the cost allowability and malleability of the action per the FAR and your CAS Disclosure Statement.

7.4.2 Probable Subcontractors

Submit a list of the proposed probable subcontractors and inter-divisional transfers showing: (a) the supplier, (b) description of effort, (c) type of contract, (d) price and hours proposed by each, (e) price and hours included in prime's proposal to the Government, and (f) commercial item/service determination support, if applicable.

7.4.3 Schedule of Rates

Submit a schedule showing proposed direct and indirect rates by year. This schedule is to include (but separately identify) prime contractor, subcontractor, and inter-divisional transfer rates.

7.4.4 Submission of Cost Models

Submit an electronically encoded cost/price model in support of the proposed price. Any cost/price model submitted must be consistent with your approved estimating system and must duplicate the logic and mathematical formulas reflected in the paper copy of your proposal. Cost/price models submitted must comply with the following format requirements:

- (a) Data file should be submitted on a CD.
- (b) Data file should be .XLS file format (MS-Excel 2003) compatible format.

7.4.5 Submission of Analysis of Uncertainty

The source selection evaluation for this program will utilize the Most Probable Cost (MPC) estimating process. In addition to providing the proposed cost/price information, the Offeror shall provide an analysis of uncertainty as part of the cost/price volume. When preparing this analysis of uncertainty, Offerors shall refer to and use as a guide, the "Air Force Cost and Risk Uncertainty Handbook," located on the FM Knowledge Now Website at <https://afkm.wpafb.af.mil/afcruh>.

8.0 Volume VI: Contract Documentation

8.1 Contract Information

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. The Offeror's proposal shall include a signed copy of the solicitation, and Sections A through K.

8.1.1 Section A - Solicitation/Contract Form

Completion of blocks 12-16 and signature and date for blocks 17 and 18 of the SF33. Signature by the Offeror on the SF33 constitutes an offer, which the Government may accept.

8.1.2 Section B - Supplies or Services and Costs/Prices

Completed pricing information in Section B of the solicitation.

8.1.3 Section G - Contract Administrative Data

8.1.4 Section H - Special Contract Requirements

8.1.5 Section I - Contract Clauses

8.1.6 Section K - Representations, Certifications, and other Statements of Offerors

Completed representations, certifications, acknowledgments and statements. The contractor must have completed available information electronically through the Online Representations and Certification Application (ORCA) website. All remaining Section K requirements shall be submitted with the proposal.

8.2 Exceptions to Solicitation Requirements

Offerors are required to meet all solicitation requirements, such as terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Failure to meet a requirement may result in an offer being ineligible for award. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. This information shall be provided in the format and content of Table 8.2.

Table 8.2 - Solicitation Exceptions

Solicitation Document	Page/ Paragraph	Requirement/ Portion	Rationale
RFP, SOO, SOW, etc.	Applicable Page and Paragraph Numbers	Identify the requirement or portion to which exception is taken	Describe why the requirement can/will not be met

8.3 Company Information

8.3.1 Authorized Offeror Personnel

Provide the name, title, and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government.

8.3.2 Company/Division Address, Identifying Codes, and Applicable Designations

Provide company/division's street address, county and facility code; CAGE code; DUNS code; TIN; size of business (large or small); and labor surplus area designation. This same information must be provided if

the work for this contract will be performed at any other locations. List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.

8.4 Small Business Subcontracting Plan

Pursuant to the requirements of FAR 52.219-24, each Offeror must provide, with its offer, targets, expressed as dollars and percentages of total contract value, for Small Disadvantaged Businesses (SDB) participation in any of the North American Industry Classification System (NAICS) Industry Subsectors as determined by the Department of Commerce. NAICS codes and titles are posted at: <http://www.census.gov/epcd/naics02/naicod02.htm>. The targets may provide for participation by a prime contractor, joint venture partner, teaming arrangement member, or subcontractor; however, the targets for subcontractors must be listed separately.

Each large business is required to provide a discussion of how it plans to meet the small business and small disadvantaged business subcontracting requirements. Adherence to FAR 52.219-9 "Small Business Subcontracting Plan Alternative II", located in Section I, will fulfill this requirement; however the subcontracting plan must identify the types of small businesses on the Offeror's team. Subcontracting plans MUST comply with every subparagraph of FAR 19.704. This plan will also specify the services the businesses will provide, to include the complexity and variety of the work these businesses will perform. The Offeror's subcontracting plan will demonstrate the extent of its commitment to the use of the businesses indicated.

Following are the current DISA subcontracting goals:

Small Business (SB)	28%
Small Disadvantaged Business (SDB)	10%
Woman-owned Small Business (WOSB)	6%
Service-Disabled Veteran-owned Small Business (SDVOSB)	3%
Historically Underutilized Business Zone Business (HUBZone Business)	1%

The Offeror will provide information to indicate the extent to which the Offeror attained applicable goals for small business participation under contracts that required subcontracting plans.

Subcontracting plans will be evaluated, on a pass or fail basis, by the Contracting Officer, the Small and Disadvantaged Business Utilization Specialist, and Small Business Administration for compliance with FAR 19.704 and DISA subcontracting goals.

Prospective Offerors are encouraged to support the Wounded Warrior Project by considering the employment of wounded veterans who are returning from Southwest Asia and seeking employment within industry.

All prime Offerors shall submit a Small Business Participation Proposal regardless of size. The purpose of the Small Business Participation Proposal is to review how all businesses both large and small will participate in the small business programs. The Small Business Participation Proposal will be in accordance with the criteria found in DFARS 215.304. The Offeror will address the following evaluation areas:

- (1) the extent to which such businesses are specifically identified in proposals;
- (2) the extent of commitment to use such businesses (for example, enforceable commitments are to be weighted more heavily than non-enforceable ones);
- (3) the complexity and variety of the work small businesses are to perform;
- (4) the realism of the proposal;
- (5) past performance of the Offerors in complying with requirements of the clauses at FAR 52.219-8, Utilization of Small Business Concerns, and 52.219-9, Small Business Subcontracting Plan; and

(6) the extent of participation of such businesses in terms of the value of the total acquisition.

8.5 Organizational Conflict of Interest Plan

The Offeror will be required to submit an Organizational Conflict of Interest (OCI) plan with the proposal. The evaluation of the OCI plan will consider the degree to which the Offeror team will present OCI concerns, will consider the Offeror team approach for mitigating OCI issues, and will consider the Offeror team approach for ensuring that all systems to be tested will be supportable by one of the MSS contract holders. The evaluation will include whether or not the Offeror team's OCI plan and/or mitigation strategy complies with all regulatory and statutory requirements. The OCI plan will be evaluated on a pass/fail basis.

8.6 Quality Control Plan

The Offeror will be required to provide a Quality Control Plan (QCP) with the proposal. The QCP will be maintained and enforced to ensure the requirements of the contract and tasks are provided as specified in the contract. The QCP shall ensure that the Government receives the level of quality consistent with the requirements specified in the contract and tasks. The QCP plan will be evaluated on a pass/fail basis.

8.7 Government Furnished Property

The Government plans to provide the items listed in Attachment TBD of the solicitation as government furnished property (GFP). See Section 11 and 12 of the PWS regarding GFP and contractor furnished items.

ATTACHMENT 1 CROSS REFERENCE MATRIX

For Prospective Offerors: See paragraph 2.2.3 regarding instructions for completion of the solicitation Cross-Reference Matrix. If this matrix conflicts with any other requirement, direction, or provision of this solicitation, the other reference shall take precedence over this matrix. Additionally, to the extent this matrix discloses details as to the extent or manner by which the Government intends to evaluate Offeror's proposals for award, Section M references in the matrix are for information purposes only, and the Government shall be obligated to evaluate proposals solely in conformance with the provisions of the Section M of the solicitation.

An example of the format is shown below:

SOLICITATION CROSS REFERENCE MATRIX									
Required Document Paragraph	Work Description	WBS Level	CLIN	Section L	Section M	Proposal	SOO/ SOW/PWS	CDRL	IMP/ IMS
3.2.2	Design B	2	0001					N/A	
3.3.3	Build A	2	0002	3.B.2				A001	

ATTACHMENT 2 EXAMPLE OF SECTION L PAST PERFORMANCE LANGUAGE

L-III 6.0. Past and Present Performance Information—this will be included as part of the L provision, Instructions to Offerors.

Volume IV – Past Performance

- a. Contents. The Offeror shall submit a Past Performance Volume containing the following:
 1. Table of Contents
 2. Summary Page describing the role of the Offeror and each subcontractor, teaming partner, and /or joint venture partner that the Offeror is required to provide Past Performance Information Sheets on in accordance with paragraph b. below.
 3. Past Performance Information Sheets in accordance with Attachment ____ *(fill in number)—See paragraph b. below.*
 4. Subcontractor/Teaming Partner Consent Letters executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing the release of past performance information so the Offeror can respond to such information. A sample consent letter is attached as L-____ *(See Attachment 6 to this guide).*
 5. Client Authorization Letters for each identified effort for a commercial customer authorizing release to the Government of requested information on the Offeror's performance.
 6. Organization Structure Change History—See paragraph f below.
- b. Past and Present Performance Information Sheets. Submit information on contracts you consider most relevant in demonstrating your ability to perform the proposed effort. The Offeror shall submit Performance Information Sheets in accordance with the format contained ____ *(See Attachment 3 to this guide for a sample).* This information is required on the Offeror and subcontractors, teaming partners, and/or joint venture partners proposed to perform ____per cent of the proposed effort based on the total proposed price, or perform aspects of the effort the Offeror considers critical to overall successful performance. The Offeror shall submit ____**(fill in a number)** Performance Information Sheets identifying active or completed contracts, either Government or commercial, for each prime, teaming partner, and/or joint venture partner (within the same division or cost center) and ____**(fill in a number)** Performance Information Sheets for each major or critical subcontractor. Each relevant contract shall have been performed during the past ____**(fill in a number)** years from the date of issuance of this solicitation. Each Performance Information Sheet for each contract is limited to ____**(fill in a number)** pages. Offerors are cautioned that the Government will use data provided by each Offeror in this volume and data obtained from other sources in the evaluation of past performance. *(NOTE: Prior to issuance of the RFP, the Government past performance team should decide whether to require information on key personnel in past performance information.)*
- c. Relevant Contracts. Submit information on contracts that you consider relevant in demonstrating your ability to perform the proposed effort. Include rationale supporting your assertion of relevance. For a description of the

characteristics or aspects the Government will consider in determining relevance, see Section M, Clause M00__, paragraph__(**fill in numbers**). Note that the Government generally will not consider performance on an effort that concluded more than ____years prior to the issuance date of this solicitation. Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort, and to what aspects of the proposed effort they relate. To clearly link the past performance information to the technical/management subfactors, the Offeror should identify which contracts are relevant indicators of performance against a technical/management subfactor. Categorize the relevance information into the specific evaluation subfactors used to evaluate the proposal:

- (1) Subfactor 1 -
- (2) Subfactor 2 -
- (3) Subfactor 3 -
- (4) Subfactor 4 -

- d. **Specific Content.** Offerors may include a discussion of efforts accomplished by the Offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having problems does not automatically equate to a Limited or a No Confidence rating, since the problems encountered may have been on a more complex program, or an Offeror may have subsequently demonstrated the ability to overcome the problems encountered. The Offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions, in terms of improvements achieved or problems rectified. This may allow the Offeror to be considered a Substantial Confidence or Satisfactory Confidence candidate.
- e. **Organizational Structure Change History.** Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant present or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this procurement. To facilitate this relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your company. As part of this explanation, show how these changes impact the relevance of any efforts you identify for past performance evaluation/performance confidence assessment. Since the Government intends to consider present and past performance information provided by other sources as well as that provided by the Offerors, your "roadmap" should be both specifically applicable to the efforts you identify and

general enough to apply to efforts on which the Government receives information from other sources.

- f. Questionnaires. The Government requests the Offeror send out Past Performance Questionnaires to each of the Points of Contact (POCs) identified in the Past Performance Volume. POC should submit completed questionnaires directly to the Government. Once the Past Performance Questionnaires are completed by the POCs, the information contained therein shall be considered sensitive and shall not be released to you, the Offeror. A cover letter for transmitting the questionnaire to each POC is provided.

ATTACHMENT 3 PAST PERFORMANCE INFORMATION

Provide the information requested in this form for each contract/program (citation) being described. Provide frank, concise comments regarding your performance on the contracts you identify. Provide a separate completed form for each contract/program submitted. Limit the number of citations submitted and the length of each submission to the limitations set forth at paragraphs 5.3 and 2.2, respectively, of Section L-III of this solicitation.

- A. Offeror Name (Company/Division): _____
CAGE Code: _____
DUNS Number: _____

(NOTE: If the company or division performing this effort is different than the Offeror or the relevance of this effort to the instant procurement is impacted by any company/corporate organizational change, note those changes. Refer to the "Organizational Structure Change History" you provided as part of your Past Performance Volume.)

- B. Program Title: _____

- C. Contract Specifics:

1. Contracting Agency or Customer _____
2. Contract Number _____
3. Contract Type _____
4. Period of Performance _____
5. Initial Contract Cost/Price _____
6. Current/final Contract Cost/Price _____
7. Annual Contract \$ Value _____
8. If Amounts for 5 and 6 above are different, provide a brief description of the reason

- D. Brief Description of Effort as __Prime or __Subcontractor
(Please indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current procurement)

- E. Completion Date:

1. Original date: _____

2. Current Schedule: _____
3. Estimate at Completion: _____
4. How Many Times Changed: _____
5. Primary Causes of Change: _____

F. Primary Customer Points of Contact: (For Government contracts, provide current information on all three individuals. For commercial contracts, provide points of contact fulfilling these same roles.)

1. Program Manager:

Name	_____
Office	_____
Address	_____
Telephone	_____
2. Contracting Officer:

Name	_____
Office	_____
Address	_____
Telephone	_____

G. Address any technical/management (or other) area about this contract/program considered unique.

H. For each of the applicable subfactors under the technical/management factor in Section M, illustrate how your experience on this program applies to that subfactor.

I. Specify, by name, any key individuals who participated in this program and are proposed to support the instant procurement. Also, indicate their contractual roles for both procurements.

J. Include relevant information concerning your compliance with subcontracting plan goals for small disadvantaged business (SDB) concerns, monetary targets for SDB participation, and notifications submitted under FAR 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting.

K. Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting.

L. Identify whether a subcontracting plan in accordance with FAR 52.219-9, Small Business Subcontracting Plan, was required by the contract you are submitting. If one was required, identify, in percentage terms, the planned versus achieved goals during contract performance. If goals were not met, please explain.

M. Describe the nature or portion of the work on the proposed effort to be performed by the business entity being reported here. Also, estimate the percentage of the total proposed effort to be performed by this entity and whether this entity will be performing as the prime, subcontractor, or a corporate division related to the prime (define relationship).

ATTACHMENT 4

PAST PERFORMANCE QUESTIONNAIRE

WHEN FILLED IN THIS DOCUMENT IS SOURCE SELECTION SENSITIVE INFORMATION IAW FAR 3.104

SECTION 1: CONTRACT IDENTIFICATION

- A. Contractor: _____
- B. Cage Code of contractor contract was awarded to: _____
- C. Contract number: _____
- D. Contract type: _____
- E. Was this a competitive contract? Yes _____ No _____
- F. Period of performance: _____
- G. Initial contract cost: \$_____
- H. Current/final contract cost: \$_____
- I. Reasons for differences between initial contract cost and final contract costs: _____

- J. Description of service provided: _____

SECTION 2. CUSTOMER OR AGENCY IDENTIFICATION

- A. Customer or agency name: _____
- B. Customer or agency description (if applicable):

- C. Geographic description of services under this contract, i.e., local, nationwide, worldwide, other Commands:

SECTION 3. EVALUATOR IDENTIFICATION

- A. Evaluator's name:

- B. Evaluator's title:

- C. Evaluator's phone/fax number:

- D. Evaluator's e-mail address:

- E. Number of years evaluator worked on subject contract:

SECTION 4: EVALUATION

Please indicate your satisfaction with the contractor's performance by placing an "X" in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

<u>CODE</u>	<u>PERFORMANCE LEVEL</u>
B	BLUE/EXCEPTIONAL - Performance meets or met contractual requirements and exceeds or exceeded many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
P	PURPLE/VERY GOOD - Performance meets or met contractual requirements and exceeds or exceeded some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
G	GREEN/SATISFACTORY – Performance meets or met contractual requirements. The contractual performance of the element or sub-element being assessed contained some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
Y	YELLOW/MARGINAL – Performance does not or did not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.
R	RED/UNSATISFACTORY – Performance does not or did not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.
N	NOT APPLICABLE - Unable to provide a score.

	B	P	G	Y	R	N
<u>Technical Performance</u>						
T1 Quality & repeatability of technical support.						
T2 Quality of technical system testing and certification efforts						
T3 Quality/integrity of technical data/report preparation efforts						
T4 Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements						
T5 Ability to implement current standard practices for computer hardware design, operation, maintenance, upgrades and configuration control						
T6 Ability to implement current standard practices for computer software design, operation, maintenance, upgrades and configuration control						
T7 Adequacy/effectiveness of environmental safety procedures						
T8 Understanding of your organization's mission and processes, to include security procedures						
T9 Ability to maintain breadth and currency with systems and technology required by your organization						
<u>Program Management</u>						
P1 Effectiveness of overall contract management (including ability to effectively lead, manage and control the program)						
P2 Contractor was reasonable and cooperative in dealing with your staff						

(including the ability to successfully resolve disagreements/disputes)						
P3 Timeliness/effectiveness of contract problem resolution without extensive customer guidance						
P4 Understand/complied with customer objectives and technical requirements						
P5 Successfully responded to emergency and/or surge situations						
P6 Quality/effectiveness of sub-contracted efforts						
P7 Effectiveness of material management (including Government Furnished Property or Material)						
P8 Effectiveness of acquisition management						
P9 Contractor proposed alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the customer						
P10 Contractor implemented responsive/flexible processes to improve quality and timeliness of support.						
P11 Contractor provided personnel who were appropriately cleared on a timely basis						

Transition/phase-in

T/PI1 Contractor ability to smoothly transition resources and personnel.						
T/PI2 Contractor effectiveness on maintaining continuity of mission support while transitioning/phasing in resources and personnel to support other efforts.						

Employee Retention/Attraction

E1 Ability to hire/apply a qualified workforce to this effort in a timely manner.						
E2 Ability to retain a qualified workforce on this effort.						
E3 Effectiveness of employee compensation towards quality of work.						

Small and Small Disadvantaged Business Participation

S1 Ability to meet or exceed small business and small disadvantaged business goals set forth in the approved subcontracting plan						
S2 Ability to effectively manage small business participation to meet technical performance.						

Cost Performance

C1 Accuracy in forecasting contract costs						
C2 Ability to meet forecasted costs and perform within contract costs						
C3 Ability to alert Government of unforeseen costs before they occur						
C4 Sufficiency, accuracy, relevancy, and timeliness of cost reporting						
C5 Sufficiency, accuracy, relevancy, and timeliness of invoices, incl. subcontractors'						

2. Please discuss each and every response for which you indicated B/E (Blue/Exceptional), P/VG (Purple/Very Good), Y/M (Yellow/Marginal) or R/U (Red/Unsatisfactory) in response to the questions above (use additional sheets, if necessary).

3. Government Contracts Only: Has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations?

Yes ___ Default ___ Convenience ___ Pending Terminations ___
No ___

If yes, please explain (e.g., inability to meet cost, performance, or delivery schedules, etc).

SECTION 5: NARRATIVE SUMMARY

What were the contractor's most positive aspects in the performance of the contract?

What were the contractor's most negative aspect in the performance of the contract?

Would you have any reservations about soliciting this contractor in the future or having them perform one of your critical and demanding programs?

Please provide any additional comments concerning this contractor's performance, as desired.

Evaluator's Signature

Date

Thank you for your prompt response and assistance!

Please return this completed questionnaire to: mardell.miller@disa.mil and nancy.johnson@disa.mil

Or FAX to: 520-538-0527